



California Association for Bilingual Education

CABE 2014 JOINT DELEGATES' ASSEMBLY

April 2, 2014

Engaging Our Chapter Leadership with the CABE COMPASS for English Learner Success

TO DO LIST

Task		Action Steps	Responsible	Due Date	Completed
1.	Follow up in each region to garner full participation by every chapter president or representative.	<ul style="list-style-type: none"> ◆ Review the list provided by Irma of Chapter Presidents. ◆ Update the contact information if necessary. ◆ Identify those chapters that have not yet signed up for JDA. ◆ Contact each one and encourage participation. 	Ramón & Regional Representatives	2-3/14	
2.	Secure a closing video clip.	<ul style="list-style-type: none"> ◆ Search YouTube and other sites for an inspirational video clip to use at the JDA closing. ◆ The clip should express themes of unity and collaboration. ◆ Email the video clip to Francisca for incorporation into the PPT. 	Ramón	3/1/14	
3.	Identify the room and AV set-up.	<ul style="list-style-type: none"> ◆ Work with Delma to ensure the room is set up appropriately: <ul style="list-style-type: none"> ▪ 5 Round tables (for café conversations). Each of these needs to be covered with butcher paper and equipped with markers. ▪ 5 Rectangular tables large enough to each accommodate a region. Each of these should have a supply basket. Each place should be set with the participant handouts. ▪ Table in back for lunches/refreshments. ▪ Presenter's table and podium in front. 	JDA Coordinator TBD	3/15/14	

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	<ul style="list-style-type: none"> ▪ Materials/supply table near front. ▪ 5 easels located in the back. ◆ Identify the AV needs: projector, mic (?), laptop loaded with PPT and corresponding fonts, computer speakers. ◆ Work with Delma to ensure AV set up is done. 			
4.	<p>Make arrangements for lunch.</p> <ul style="list-style-type: none"> ◆ Identify sponsor for lunch and refreshments. ◆ Work with Delma to ensure the lunch/refreshments are set up at the appropriate times. 	Jan	3/15/14	
5.	<p>Develop a scripted JDA PPT.</p> <ul style="list-style-type: none"> ◆ Design the PPT template. ◆ Prepare the PPT slides. ◆ Incorporate any necessary video clips. ◆ Prepare a matching script. ◆ Make copies of the scripted PPT for the facilitators. 	Francisca & Ramón	3/20/14	
6.	<p>Develop/print the handouts.</p> <ul style="list-style-type: none"> ◆ Identify the needed handouts for each participant: <ul style="list-style-type: none"> ▪ Strategic Plan ▪ PPT notes ▪ Palm Card ▪ Agenda ▪ COMPASS priorities ▪ Updated chapter leadership roster ◆ Design the palm card. (FS) ◆ Design the participant agenda. (FS) ◆ Prepare a one-pager on the Board-adopted COMPASS priorities. (FS) ◆ Make copies of all the handouts. (Jan) ◆ Upload all documents to the CABE website (Jan) 	Francisca & Jan	3/30/14	
7.	<p>Prepare presenter/facilitator materials.</p> <ul style="list-style-type: none"> ◆ Prepare a facilitator packet for each regional rep. Include PPT notes, facilitator's agenda, quilt squares, quotes, copies of all handouts 	Francisca	4/1/14	

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8.	Secure the needed JDA supplies.	<ul style="list-style-type: none"> ◆ Identify and secure the needed supplies <ul style="list-style-type: none"> ▪ Café Conversation Tables: butcher paper (Aída) ▪ Participant Tables: glue sticks, scissors, thick and thin-tipped markers, post-its; table sign holders (Aída); regional signs (Reg Reps) ▪ Regional Teams: quote strips, quilt blocks (FS); magazine pages (Regional Leads); large-sized poster board (Aída) ▪ Whole Group: construction paper, 3 colors of yarn, 2 colors of cloth tape (3/4" or 1" wide) (Aída) ◆ Make sure the supplies are delivered to the JDA meeting room. 	JDA Coordinator TBD	4/1/14	
9.	Prepare a proceedings document of the JDA.	<ul style="list-style-type: none"> ◆ Identify someone to serve as observer and recorder of the JDA. (3/20) ◆ Identify someone to take photos and video. (3/20) ◆ Work with the observer/recorder to assist him/her in putting together a summary/synthesis of the JDA proceedings. ◆ Upload the proceedings document to the CABE website. 	Ramón	4/20/14	
10.	Follow up with the JDA participants and other chapter leaders to remind them of activities and to keep them engaged in the work.	<ul style="list-style-type: none"> ◆ Prepare a "reverse matrix" that at a state-level, organizes proposed regional and chapter activities by the COMPASS claim addressed. ◆ Send this matrix and the link to the proceedings document and all handouts to all chapters. ◆ Establish a check in system with all chapters within a region. ◆ Post regional/chapter accomplishments (connected to the regional plans) on the "matrix." 	Regional Reps	5/1/14	